

OTR

OFFICE OF TRAINING REGULATION NO. 20-8

19 April 1955

SUBJECT: Assignment of Personnel to Vacant Positions Within OTR

RESCISSION: OTR Regulation No. 20-8, dated 15 October 1954

1. POLICY

It is the policy of the Office of Training to give equitable consideration to all eligible OTR personnel for vacant positions which occur within OTR, and to ensure the proper slotting of personnel in accordance with an approved Table of Organization. Recruitment outside OTR will be undertaken only after consideration of OTR personnel has failed to produce an acceptable candidate.

2. PROCEDURES

- a. The Chiefs of major OTR components will notify the Personnel Officer, OTR, when vacancies occur within their components.
- b. Upon receipt of this notification the Personnel Officer will review the records of qualified OTR employees and recommend to the Chief of the component concerned those employees whose seniority, quality of training evaluations, and excellence in performance ratings are such as to warrant consideration for the vacant position. In addition, the Personnel Officer, OTR, will consult with those Chiefs and supervisors whose personnel are being considered, with regard to availability, career plans, and other pertinent factors.
- c. The Chief of the component wherein the vacancy occurs will indicate his selection from the eligible employees, and, when agreement has been reached between the individual and the Chiefs of the components concerned, the Personnel Officer, OTR, will take the necessary action to effect reassignment to the vacant position.
- d. When an agreement cannot be reached between the Chiefs concerned, and the Personnel Officer, OTR, the matter will be referred to the OTR Career Service Board for decision.
- e. In those cases where there are no acceptable OTR candidates, the Personnel Officer/OTR, will undertake recruitment outside OTR, upon authorization of the OTR Career Service Board.

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Director of Training

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Distribution: All OTR Personnel

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